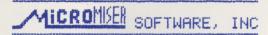# MICROMOD® 2.4

File Manager for Atari* Computers

* Simple to operate--instantly understandable--no computer terms
* Maintain up to 500 accounts, schedules, logs, etc.
* Use as simple ledger, spreadsheet with unlimited columns, or accounting system with up to 5 levels of account organization
* Module available for "networking"
* Store up to 8,400 records on a disk
* Directory stores over 2,000 addresses on a disk
* Works with any printer
* User defined formats to fit any need--spread sheets, schedules, statements, report forms, etc.
* Mail lists--Format for ANY type labels, sheets
* User defined Directory categories
* COMPLETE 50 PAGE MANUAL included on disk--quick access to any section, function, or print out any section or entire manual
* Easy expansion to full business program with DBMS features-- optional inexpensive modules for word processing, inventory, accounts receivable, accounts payable, point-of-sale, color graphics, statistics, expanded utilities, games and more

800/XL/XE 1 or 2 1050 drives
2 disk program inside on one
2-sided disk --- DO NOT BEND
DOS 2.5 -- XE RAMDISK used
**   NOT COPY PROTECTED   **

MICROMISER
SOFTWARE, INC

A division of
ICC COMTECH INTL.

* Atari is a registered trade mark of Atari, Inc.

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MICROMOD 2.4 -- Help Manual Supplement -- 7/15/85

* A. The Help Manual disk contains complete MICROMOD operating instructions. This supplement is intended to help mail order users in five ways:

1) First time computer users will find the instructions for running the program helpful (section B).

2) The program comes with a demo business in the files. Each of the seven partners in the "Dwarf Mining Company" has a message for you. We suggest you pick up your messages for hints on demonstrating the program. The demo files must be deleted before you start your application (see Help Manual, Chapt. C-d).

3) MICROMOD is not for everyone. It's designed for first time computer users and business people who seek simplicity of operation without sacrificing power. This information will help you quickly decide if it's for you (section J).

4) It serves as an introductory primer for those who have never kept records in an organized way (section C). This applies to only one part of the program, "DATED RECORDS."

5) MICROMOD offers unusual flexibility with regard to organizing records. This information will help you decide on the best alternatives to use for your application (section D).

* B. First time users should follow these steps:

1) Connect all computer wires and disk wires as described in the Atari owner's manuals.

2) Turn on the computer only (not the disk drives!) and type
PRINT FRE(0) and then press the RETURN key. If the computer
displays a number less than 37000 you do not have sufficient
memory to run the program. Ask your dealer for a memory expan-
sion cartridge.

3) Turn the computer off again.

4) Insert the MICROMOD Program Disk in drive #1. If you have two
drives, insert the Help Manual Disk in drive #2 (if you received
one double-sided disk make a copy of the Help Manual side for
disk #2, using the DOS Duplicate function--see disk manual).

5) Turn on the disk drive(s) first and then turn on the com-
puter.

6) When the computer stops (main menu), press the "H" key to
display the Help Manual Table of Contents. The appropriate keys
to press for each chapter and section are listed. Press "I"
(index) if you have a question on a particular subject.

7) Return to the main menu (press M). Type SHOW DOC,# and press
the RETURN key to pick up a message from "Doc". The symbol for
messages may not be "#" in your program. The SYMBOL TABLE at the
right of the menu will show you which symbol to use.

* C. Setting up accounts

     Organizing records, or "accounts" which contain records, is
mainly a task involving only two kinds of records: 1) payments
and 2) receipts. Both of these are handled in the same way, so
payments will be used as an example.

     There are four basic pieces of information in payment
records: 1) the name of the payee, 2) the date of the payment,
3) the amount of the payment, and 4) the type of payment, such
as "telephone bill" or "art supplies." The type of payment is
usually called an "account." A "telephone bill" account will
contain records of payments of telephone bills only. So to
summarize, there are four pieces of information (entries) in a
payment record:

1) name
2) date
3) amount
4) account.

* D. The simplest way to keep these records is to use a pad with
four columns, and to write "name--date--amount--account" as four
headings at the top of the columns. The order of the headings is
not important. You would just write down the information under
the headings, one line for each record. This is one way you can
use the MICROMOD program. To set up this "organization" requires
only two entries:

1) MAKE PAYMENTS,RECORDS
2) AMOUNT,ACCOUNT

(NAME and DATE are automatically assigned as headings to every
account)

     Where to make them? After you turn on the computer and it
stops running, type MAKE PAYMENTS,RECORDS and press the RETURN
key. The computer will run for a few seconds and then ask, "are
you sure?" and stop. Type Y and press RETURN again. It will stop
again. Type AMOUNT,ACCOUNT and press RETURN again. That's it!

     The next time you type "MAKE PAYMENTS,RECORDS" or just
"MAKE PAYMENTS" the computer will stop four times, each time
displaying "NAME" "DATE" "AMOUNT" or "ACCOUNT" but ending each
with a question mark, and waiting for you to type the record
information, as you would write it on paper.

     You would then do the same for receipts:
1) MAKE RECEIPTS,RECORDS and 2) AMOUNT,ACCOUNT.

     Of course the computer displays a lot more information to
help you than this suggests, but this is the entire procedure
for organizing accounts in a simple way.

     What can you then do with the information? List or print it
by name, dates, or account with appropriate totals in each case.
Mix it with receipts records, also by name, dates, or account,

subtracting payments from receipts, running total and grand totals.

If your second entry in each case is AMOUNT,NAME instead of AMOUNT,ACCOUNT then you will be able to list just certain accounts at one time. You may want to group certain totals around tax time. It doesn't matter that you will have two headings titled "NAME." When you enter the record information, type the name of the account to the first "NAME" prompt. The computer doesn't care if you use a person's name or the name of an account. It just knows how to list records under several different words it thinks are "NAMES" in one listing.

* E. In the "old days" (before computers) it was a big problem to add up "certain" accounts. In our example of the four column pad, all accounts were listed together, making it difficult to add up just certain figures. So businessmen used giant pads with lots of columns, called "spread sheets," some of which had 40 columns or more. They would then write every account name across the top as a heading for each column. Then they entered the name and date on the left, and the amount in the appropriate column.

This was very inefficient because each line would have 30 or more blank spaces under the other accounts. At the end of the week, month and/or year they would add up each column, and then add certain columns sideways to get "sub-total" columns and "running total" columns. Believe it or not, before the computer, this was the "state-of-the-art" for record keeping!

Though this spread sheet method was inefficient, and involved numerous tedious steps, everyone did it and therefore understood the method and terminology (rows and columns). For this reason, the first popular business programs for computers were spread sheet programs. Some of these were programming marvels. All were tedious, difficult to learn, and the better ones required learning a "spread sheet" programming language.

This is another way MICROMOD can be used, though it is the least efficient, slowest, involves the most work and entries, and requires the user to keep a lot in his head. You can have as many headings (columns) you can type in three lines. And if you

open a new account (MAKE PAYMENTS2,RECORDS) you can enter
another three lines of headings, and so on. All headings and all
accounts can be listed together as if they were one. You can
list and total up to 60 headings (columns) at one time, though
your printer won't be able to print that many.

Though the size of individual records is limited to about
15 items or so (133 characters), this is no problem because you
will have only one, or a few, items per "line." For a few
dollars you can order a module to double this capacity.

* F. Now that the old days are gone, there is no reason to be
locked into the tedium of a "spread sheet" method. The first
method presented here will do as much as the second, and
infinitely easier. You could even enter another heading, e.g.
AMOUNT,ACCOUNT,GEN.ACCOUNT and type five things into each
record: NAME,DATE,AMOUNT,ACCOUNT, and GEN.ACCOUNT.

For instance, you could enter "telephone" "electricity"
"gas" as accounts, and "utilities" each time as the "General
Account." You could then list specific accounts or grouped
accounts, depending on what you entered for the GEN.ACCOUNT in
records.

* G. While the first method is much better than the "spread
sheet" method, it still requires much unnecessary typing of
account names, both when entering records and in listing them
later. It also falls short if you have lots of different
groupings of accounts on different levels.

For example, "telephone records" might be under "utili-
ties," and "utilities" under "tax deductible expenses" along
with some other types of tax deductible payments. Then "tax
deductible expenses" might be just one type of payment, where
"non-tax deductible expenses" are another.

It would be pretty difficult to group all these accounts on
different levels with our first method. You would need four or
five headings just to name the account groupings, and enter them
in each record, keeping it straight in your head. And it's
nearly impossible with the "spread sheet" method, though some
programs actually try to do this. Imagine the nightmare of rows

and columns and different "books, pages, sub-totals level 2, files," etc.!

On the other hand, with MICROMOD organizing different account groupings is so easy we suggest you do it even if you don't need to! Why type several entries to list your utilities, living expenses, or office supplies on schedule C when you don't have to?

* H. The organization of accounts is just a simple extension of the first entry suggested in our first method (MAKE PAYMENTS,RECORDS). Instead of that, you give the general account (PAYMENTS) a longer name, like UTILITIES,PAYMENTS or TELEPHONE,UTILITIES,TAXABLE,PAYMENTS. The longer the name, the more groupings you can list by naming JUST ONE ACCOUNT, e.g. LIST TAXABLE would list everything with the word TAXABLE in its (longer) name. The last word (RECORDS) is always the same until you become familiar with the program. You can have up to five word names, including the last word.

Entering records is also much easier. Since the account names are all in the first command, you need only one heading, AMOUNT, in the second command. When you want to enter a record, just type MAKE TELEPHONE (or any account title anywhere in the "longer" name), and you will have to enter only the name, date, and amount. What could be simpler?

Of course you don't lose any listing power with this simplicity—you gain! You can still name any account, account sub-division (any word in the longer name), or combinations of same, any combination of headings, and still specify names or any individual item in records.

All these listing specifications are saved so you only have to choose them once. After that you need only enter one word and the dates to print the same exact combination and format over and over, by the item or by totals between dates for statements.

* I. So far we have discussed only payments and receipts records. There are lots of other kinds of records: schedules, sales returns, depreciation, travel reports, test results, etc.,

and directory (undated) records like addresses, phones, etc.

You do not have to stick with one method as outlined here. You can choose simple two word account names or longer names, more or less headings, etc., to fit the type of records you have, particularly if you are using pre-formatted forms. MICROMOD can accomodate any types of records and forms, though special formatting applications might require an optional module costing just a few dollars.

All of these different types of records can be analyzed individually or mixed together any way you like. Don't worry about things like "numeric" or "character" or "integer" data, etc. If it's a number, MICROMOD will add or subtract it. If not, it won't!

* J. Is MICROMOD the program for you?

If you're a computer hobbyist MICROMOD will probably bore you to death. There are no computer catch-words, no flashing displays, color bar graphs (these are optional), no tricky tests of skill with the arrow keys or joystick, and worst of all--no windows!! On the other hand, you can get a module to let you see data file structure. We will also integrate your programs with MICROMOD.

If you were a carpenter, would you carry lumber around in your Cadillac? If so, MICROMOD's not for you. You'll want an $8,000 system just to manage your checkbook!

Would you rather go to a football game than stay home reading computer manuals? Do you need to get a job done with the absolute minimum of cost? Are you a professional who looks at the bottom line? Then this program is for you. This is the new state-of-the-art for utility, simplicity, and flexibility. Welcome to MICROMOD!

(Written on the WP23 ASSEMBLER Word Processor, available as a MICROMOD module for $10).